



## Frequently Asked Questions

### How can GSA's Total Workplace FIT help your agency invest more in your mission?

Look around many of today's federal work spaces and you'll see remnants of the office of yesteryear—a place of paper-intensive business processes and regimented and predictable daily tasks. Today, a sedentary and paper-based workplace no longer supports the dynamic ways people communicate and work. GSA's Total Workplace FIT is a cost-effective answer for federal agencies to reduce their office space, foster collaboration, better manage IT spending, and increase energy efficiency. With reduced real-estate costs, agencies can invest more in their mission and better serve the American people.

### What is Total Workplace FIT?

Agencies across the federal government can not only reduce their real estate footprint through the Total Workplace initiative, but they can also benefit from the program's FIT component. The agreement allows agencies to finance furniture over a five-year period and IT over a three-year period, easing the burden of costs while giving agencies the technology they need to continue building a 21st century government.

### Can this offering be used in both federally owned and leased space?

Yes, Total Workplace FIT can be used in both federally owned and leased space.

### Are move costs and coordination included in the program?

Yes, move and move coordination can be covered under the Total Workplace FIT program.

### In the case of a budget emergency how can agencies adjust their agreement?

With four months notice to GSA, agencies can adjust the agreement to fit their needs.

### Can an agency pay off the term in advance?

GSA is happy to work with agencies if additional funds are available and are permissible under the agency's appropriations for this opportunity.

### What are the scoring implications?

GSA will follow the guidance set forth in OMB Circular A-11, which provides that for lease transactions between two federal agencies, the lessee agency does not have to score the transaction of the lessor agency (GSA in this case) scored the transaction when it acquired the property.

### When do payments start?

Agencies will start payments upon installation and acceptance of product.

### What happens when the payments are fulfilled?

Upon complete fulfillment of the Tenant Agency's financial obligations for payment of the Supplemental FFE Charge or the Supplemental IT Charge, GSA retains discretion as to the disposition of the property. However, you may request that GSA transfer the property to you in accordance with all applicable statutes and regulations.

### What happens to the Customer's PBS Rent Bill?

Charges for this offering will be included in the agency's PBS Rent Bill